

**Special Village Board Meeting
May 8, 2019**

Board Present: Trustee Weatherston, Trustee Stillman, Trustee Wanggaard, Trustee Martin, Trustee Prott, Trustee Wishau and President Dobbs.

Absent: None.

Staff/Others: Village Administrator Tom Christensen, HR Director Toni Muise, Public Works Director Tom Lazcano, Fire Chief Richard Roeder, and Capital Finance Officer Dave Wagner.

1. Call the meeting to order.

President Dobbs called the meeting to order at 4:31 p.m., at Village Hall, located at 5043 Chester Lane, Racine, Wisconsin.

2. Approval for two weeks of over staffing in the Fire Department

Chief explained that there are two individuals who are moving on with their last days being on May 30th and June 1st. He'd like to bring in their replacements on May 28th to start orientation that week so that they can be adequately prepared. There would be a slight overlap, and needs approval. There is a minimal amount of overtime, and with the vacant Battalion Chief position there are some funds available.

There was discussion regarding exit interview questionnaires, and Trustee Prott requested to see that information.

Trustee Martin motioned to approve two weeks of over staffing in the Fire Department. Trustee Prott seconded. Motion carried unanimously.

3. Discussion regarding the creation of a new Public Safety Committee

President Dobbs stated the goal of this Committee is to discuss a variety of Public Safety topics. He spoke of the creation of a new department and if, when, where it would fit in. He would like to determine where we are in relation to surrounding communities and how we might emulate that. This Committee would also discuss funding, staffing, etc. The Committee of three Trustees and the Chief(s) will be meeting to discuss these topics, and will touch base on the Safety Grant that was discussed earlier this year. Dobbs thought speed limits should also be looked into. Weatherston thought RCEDC should give their projections and thoughts to integrate with the plans we may have to reflect the safety standards we would like to impose. There is a potential surge in population with Foxconn, and we might want to prepare with RCEDC and SWRPC. There is the question of funding the potential growth, and all options should be looked at and considered in the Committee.

4. Discussion on Village Board orientation items including:

4a. Role of Trustees versus roles and responsibilities of Village Staff in Village operations including the board committee functions and oversight of Finance, Personnel, Legislative and Licensing and Public Works Committees (Ord. Sec. 2-3-19; Resolution No. 2016-33)

President Dobbs explained that six of the Trustees are retired, and speculated that they have a lot of time. He questioned the roles of the Trustees and there was casual discussion regarding what their roles are. Trustee Martin thought if there was something to vote on, she thought she needed the underlying information and didn't feel comfortable voting on a recommendation. Trustee Weatherston thought if the Committee or Staff is tasked with the job, their recommendation should be relied on. Trustee Wishau felt he did not have the time to micromanage, but felt if there was unresolved issues and he could step in he will, and cited his work on the CDA with the building checklists he has formulated. Staff will review the checklist and once approved it would be finalized at a Board level. This was not a "stepping on toes" but a good example of helping out when an issue needs to be addressed. Trustee Prott thought staff did a great job keeping the Board informed and he trusted the facts presented and felt comfortable making decisions on that basis.

There was discussion regarding the interview process and the Board's involvement. President Dobbs thought the Personnel Committee should be involved with the hiring process, but the remaining Trustees should only be able to sit in and not necessarily speak. Dobbs would like the policy to be revised, and will be discussed in the Personnel Committee. There was further discussion regarding whether or not an offer should be made prior to Board approval. Trustee Wanggaard stated that prior to the HR Director, the Board did most of the hiring, but with Muise's expertise, Personnel Committee and Administrator's recommendation it should be adequate and provides structure. Muise thought we needed to be mindful of the candidate's experience. Trustee Wishau thought they should be able to submit questions they wanted asked, and would like to be able to have those target questions addressed.

4b. Goal setting for the Village Board for 2019 and discussion on long range planning for 5-10 years including the following topics:

- i. New Police Department Building**
- ii. New Fire Department Stations/locations**
- iii. New Parks Department locations; and**
- iv. Village Roads and other Village Infrastructure**

Trustee Wishau thought these should be discussed initially in the Finance Committee. Trustee Prott thought we should be working with the new Directors, correct some gaps in Finance (new Finance Director), and assimilating these roles to fill in these goals. He thought with the Administrators knowledge of the inner workings of the Departments will be beneficial in prioritizing some of these matters.

4c. Set timeline and topics for additional discussions

The Board felt they could meet quarterly to discuss various topics. The next meeting was suggested to be sometime in September (prior to Budget time).

5. Discussion regarding compensation for serving on Village committees, boards (other than Village Board) and commissions

President Dobbs felt that there is a lot of good Committee and Commission work, however, only some receive compensation. He felt it should be an all or none and is a matter of principle. The majority of the Board seemed to agree with this consensus of paying none and to eliminate that from next year's budget. This will require an Ordinance change and will need to be seen by the Legislative & Licensing Committee.

6. Discussion on Village Services for the public to ensure we are meeting / exceeding expectations

President Dobbs stated that from time to time we hear complaints about processes, for example, building a house. As mentioned, Trustee Wishau has created a checklist that assists with this. Trustee Weatherston

thought the Building Permit process here is awful. Trustee Stillman thought Caledonia was the easiest place he has ever built a home in; he felt the staff was cooperative and thought if anyone had issue they should hire a professional to do it. Trustee Wishau agreed Staff is cooperative but felt the process was inefficient. Lazcano stated that when we are fully staffed, turnaround time is a week in an approved subdivision, but may be longer outside of a subdivision. The CDA is working on both Commercial and Residential checklists. President Dobbs spoke about the process to get an accident report and how difficult that was; he thought this was an example on how we might be able to do better in providing service to the public. President Dobbs also wanted to make the Blighted Ordinance a priority.

7. Adjournment

Motion by Trustee Wanggaard to adjourn. Seconded by Trustee Stillman. Motion carried unanimously.

Adjourned at 5:36 p.m.

Respectfully submitted,

Joslyn Hoeffert
Deputy Village Clerk